Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10465
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 9
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 5

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10465

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 11/01/77
PAGES : 9

SUBJECTS :
HSCA, ADMINISTRATION
LAZIN, TERRY

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

The Plaza Apt.
18th & Parkway
Phila., Pa. 19103
May 25, 1977

Honorable Louis Stokes
Chairman
House Selectcommittee
on Assinations
U.S. House of Representatives
Washington, D.C.

Dear Mr. Chairman:

I am writing in order to clarify the present situation regarding the receipt of back pay, which in my case had accrued from January 1, 1977 until April 11, 1977.

On that date in April, I visited your office to inform you that my husband had received the Republican Party endorsement in Philadelphia's race for District Attorney, and that I would be returning to Philadelphia to join him in his effort to win that election. However, during that same conversation, I expressed concerns of the timing of my departure, for fear that if I left my position as Staff Counsel prior to the Committee receiving its funding, I might not receive my back pay.

In response to my concerns, you offered me your personal "moral commitment" that I could leave and your full assurance that the 35% which had been deducted from my salary for more than three months, would definitely be forwarded to me upon the Committee receiving its funding from the house.

It has now come to my attention through Bob Lehner and Tom Howarth that I will not be receiving more than $800.00 of those monies owed me.

While I would never consider asking for anything to which I am not entitled, I respectfully submit that I do deserve to receive that for which I worked during that 3-1/2 month period.

I remain confident that this matter will be reconciled in accordance with our previous conversation. If there are any problems in this regard, please do not hesitate to notify me.

I extend my best wishes and hope that all is going well with the Committee.

Sincerely,

Terry W. Lazin

Terry W. Lazin

TWL:bmb.

June 27, 1977

Mrs. Terry W. Lazin
The Plaza Apartments
18th and Parkway
Philadelphia, Pa. 19103

Dear Mrs. Lazin:

I am sorry that there is a misunderstanding relative to my position on your back salary. I have consistently held that any employee would receive back salary if such could be worked out before the employee terminated services with the Committee.

You were paid the maximum salary possible for the eleven days you worked in April. Unfortunately, your termination date of April 11th precluded you from receiving the full amount you would have been entitled to if you had stayed with the Committee longer.

The Rules of the House prohibit paying salary to anyone not actually employed by the House. Furthermore, keeping you on the payroll after your termination while you were actively working in your husband's political campaign could prove very embarrassing to the Committee.

You did fine staff work with the Committee and if you decide to return at some future date we shall be happy to give you every consideration.

Sincerely,

LOUIS STOKES
Chairman

LS/thw

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Terry W. Lazin	4/11/77
Employee Social Security Number	**Type of Action**
149 38 9108	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29, 19 77 ______________________________
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: ______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Terry W. Lazin	4/1/77
Employee Social Security Number	**Type of Action**
149 38 9108	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$47,500

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29 19 77

____
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $______.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Terry W. Lazin	2-1-77
Employee Social Security Number	**Type of Action**
149-38-9108	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$12,300.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________If applicable, Level________Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date 2-28-77, 19____

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

GPO : 1975 O - 57-255

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Terry W. Lazin	1/3/77
Employee Social Security Number	**Type of Action**
149 38 9108	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$13,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level_______ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date________________________________, 1977

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Terry W. Lazin	1/1/77
Employee Social Security Number	**Type of Action**
149 38 9108	X☐ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Staff Counsel	$20,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 30, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related ✓

I am related by the following relationship ______________

Terry W. Hazen
Signature of Employee

1-10-77
Date

TERRY W. LAZIN

The Plaza
18th and The Parkway
Philadelphia, Pennsylvania 19103
(215) LO3-1417

Date of Birth: August 1, 1952

Marital Status: Married

EDUCATIONAL BACKGROUND

Law School: Temple University School of Law, Philadelphia, Pennsylvania.

Degree: Juris Doctor, May, 1976.

Activities: President of the Freshman Class of 1976; Student Bar Association Representative; Co-Chairman Committee to Evaluate Grading Procedures; Barrister Association; Women's Law Caucus.

College: University of Pennsylvania, Philadelphia, Pennsylvania.

Degree: Bachelor of Arts, 1973; Criminology Major under the supervision of Marvin Wolfgang (Graduated in 3 years).

Honors: Graduated Magna Cum Laude
3.63 grade average; 4.0 = A
Dean's List (6 out of 6 semesters)
Kite and Key Society

EMPLOYMENT

August, 1976 — Attorney: PAUL R. ANAPOL, Attorneys at Law, 1515 Locust Street, Sixth Floor, Philadelphia, Penna.

Summer, 1975 — Summer Associate: UNITED STATES ATTORNEYS OFFICE, United States Department of Justice, Wilmington, Delaware.

Summer, 1974 — Summer Associate: SEGAL, APPEL and NATALI, Philadelphia, Pennsylvania

Summer, 1973 — Summer Associate: UNITED STATES ATTORNEYS OFFICE, United States Department of Justice, Philadelphia, Pennsylvania.

September, 1972 to January, 1973 — Legal Assistant: COMMUNITY LEGAL SERVICES, Philadelphia, Pennsylvania.

Summer, 1972 — Legal Assistant: COMMUNITY LEGAL SERVICES, Asbury Park, New Jersey.

Summer, 1971 — Legal Assistant: THE HONORABLE LEO WEINSTEIN, Monmouth County Courthouse, Freehold, New Jersey.